

Retention and Classification Report

Agency: Department of Agriculture and Food. Chemistry Laboratories (34)

350 North Redwood Rd.
P.O. Box 146500
Salt Lake City, UT 84114-6500
801-533-4128

Records Officer Sue Munteer

80701	Analytical data files
80700	Chemistry laboratory analysis reports
80705	Daily milk report files
80703	Water testing for bacteriologic examination files

AGENCY: Department of Agriculture and Food. Chemistry Laboratories

SERIES: 80701

3

TITLE: Analytical data files

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These are printouts that are generated by the analytical equipment used in the laboratory. The data is transferred to the chemistry laboratory report but this information is needed for backup.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Legal

This information is backup and can be used in court.

AGENCY: Department of Agriculture and Food. Chemistry Laboratories

SERIES: 80700

3

TITLE: Chemistry laboratory analysis reports

DATES: 1982-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

These are copies of the analysis done for the department on different agriculture products. The original is kept in the client file. They show the tests run on each product and the results of these tests. Products tested include fertilizers, pesticides and feed.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

Computer data files backup: Retain in Office until administrative needs end and then delete.

APPRAISAL:

Administrative

AGENCY: Department of Agriculture and Food. Chemistry Laboratories

SERIES: 80705

3

TITLE: Daily milk report files

DATES: 1984-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

These are analysis reports done for Food Inspection on milk samples. They test for bacteria count and coliform count.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy provided there is no regulatory action to be taken.

Computer data files backup: Retain in Office until administrative needs end and then delete.

APPRAISAL:

Administrative Legal

AGENCY: Department of Agriculture and Food. Chemistry Laboratories

SERIES: 80703

3

TITLE: Water testing for bacteriologic examination files

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These files are testing files for well water and other water used for agricultural purposes. The original copy goes to the division of Agriculture which requested the test for inclusion in the inspection file.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy provided there is no regulatory action on the file.

Computer data files backup: Retain in Office until administrative needs end and then delete.

APPRAISAL:

Administrative Legal